

Noninstructional Operations

Fire Drills And Evacuation Plans

Goal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

Frequency

Monthly fire drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

Time

Fire drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Record Keeping

1. Records shall be maintained of emergency evacuation drills and include:
2. Identity of the person conducting the drill;
3. Date and time of the drill;
4. Notification method used;
5. Staff members on duty and participating;
6. Number of occupants evacuated;
7. Special conditions simulated;
8. Problems encountered;
9. Weather conditions when occupants were evacuated;
10. Time required to accomplish a complete evacuation.

Fire Safety and Fire Evacuation Plans

The District shall ensure the safety and health of students and staff by having in place at all times a fire safety plan and an emergency evacuation plan. The District will cooperate and coordinate with city, county, and state emergency personnel. The District shall review these plans annually to determine whether the procedures in place require modification.

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

In the Event of a Fire

All fire incidents will be reported to the building principal, and the building principal will report the incident to the district office, whether or not fire department response is required.

All employees shall be made aware of the location of fire extinguishers, fire alarm pull boxes, and emergency evacuation routes in their school buildings and/or work areas. Do not use the elevators in the event of a fire except as authorized by the fire safety plan. In the event of a fire all staff members will guide students and any other visitors to the building through evacuation following the district emergency operations plan.

Legal Reference:

[IC § 41-253](#) Adoption of International Fire Code

[IDAPA 08.02.03.160](#) Safe Environment and Discipline

[2018 International Fire Code](#)

[2012 Idaho Fire Code](#)

Policy History:

Adopted on: October 15, 2025